

TO Deans, Directors and Department Heads
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c.c. Administrative Assistants

FROM J. Durant, Employment Administrator
Employee Relations Department

DATE March 21, '84 PHONE 6204

Due to changing workload requirements in our Department, effective April 1st, 1984 until further notice the availability of the following items will be altered.

A. Employee Documentation

New monthly-paid employee documentation ~~will take place~~ only on Wednesdays at 9:00 a.m. No change will be made to the Friday sessions for members of the Administrative and Professional Group or hourly employee sign-on times.

B. Tuition Waiver Availability

We shall no longer be able to provide 40 hour per week service to eligible employees for the provision of tuition waivers. New hours for obtaining waivers will be Monday - Friday, 12:00 noon - 2:00 p.m. only. Please ensure your employees are made aware of this significant change.

Jane Durant

RECEIVED

APR - 4 1984

A. U. C. E.

JD:s